

**MAURITIUS PUBLIC SERVICE**  
**PUBLIC ADVERTISEMENT NO. 39 OF 2021**  
**Vacancies for Post of Social Welfare Officer**  
**Ministry of Gender Equality and Family Welfare**

Applications are invited from qualified candidates who wish to be considered for appointment as Social Welfare Officer in the Ministry of Gender Equality and Family Welfare.

**II. AGE LIMIT**

Candidates, unless already in the Service, should not have reached their **40<sup>th</sup>** birthday by the closing date for the submission of applications.

**III. QUALIFICATIONS**

Candidates should:

- (a) possess a diploma in Social Work from a recognised institution **or** an equivalent qualification acceptable to the Public Service Commission;
- (b) possess effective interpersonal and communication skills; and
- (c) be computer literate.

**NOTE**

Social Welfare Officers who possess a diploma in Social Work from a recognised institution **or** an equivalent qualification acceptable to the Public Service Commission will be allowed to proceed beyond the Qualification Bar (QB) provided in the salary scale for the post.

**Note**

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

3. Candidates may be required to sit for a written examination as part of the selection process.
4. The Commission reserves the right:
  - (i) to convene **only** the best qualified candidates for interview; and
  - (ii) not to make any appointment following this advertisement.

#### **IV. DUTIES AND SALARY**

1. To be responsible for -
  - (i) the day-to-day administration of Social Welfare Centres;
  - (ii) the implementation of minor community-based projects;
  - (iii) keeping of such records and registers as required under existing Social Welfare Centres legislation; and
  - (iv) the day-to-day management of the financial grant allocated to the Social Welfare Centres.
2. To prepare monthly programmes of activities and organise all social, educational, cultural and recreational activities in Social Welfare Centres.
3. To assist in -
  - (i) the implementation of major community-based projects;
  - (ii) the organisation of seminars, conferences, competitions, exhibitions and other related activities;
  - (iii) the setting-up of proper interface between the Centre and the community by attending meetings with local committees, local volunteers, youths and other groups; and
  - (iv) the management of Social Welfare Centres used as emergency shelters in times of natural calamities and to look after evacuees when cyclonic conditions no longer prevail.
4. To create a dynamic interaction between the Social Welfare Centres and the local community by conducting small surveys, focus group discussions on social/community issues.
5. To effect home visits to members of the community.

6. To network through personal contacts with and visits to Government Agencies, Non-Governmental Organisations and voluntary agencies in the local community in order to harness resources, financial and non-financial, for implementation of welfare programmes/projects.
7. To monitor the work and attendance of subordinate staff.
8. To effect payment of daily expenditure and collect revenues and donations.
9. To keep –
  - (i) books of accounts and prepare all other related documents of the Social Welfare Centres including payment vouchers, cheques, travelling bills as well as the annual estimates and the monthly and annual financial statements for audit purposes; and
  - (ii) maintain records of assets and inventories at Social Welfare Centres.
10. To ensure that the buildings housing Social Welfare Centres and annexed infrastructure and other assets are properly maintained and utilised.
11. To use ICT in the performance of his duties.
12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Social Welfare Officer in the roles ascribed to him.

**Note**

Social Welfare Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 16,400 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 QB 38,350 x 1,225 – 39,575 a month.

**V. MODE OF APPLICATION**

1. Qualified candidates are advised to submit their application **electronically** at the following address:

**<https://psc.govmu.org>**

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 9.00 a.m. to 3.30 p.m. on weekdays and **not later than 3.00 p.m. on the closing date.**
3. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
4. Candidates already in the service **should** also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.
5. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
6. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
7. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
8. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**
9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner’s Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies overseas.

**VI. CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. (local time) on Thursday 15 July 2021.** Applications received after the specified closing date and time will **not** be considered.

**Date: 25 June 2021**

Public Service Commission,  
7, Louis Pasteur Street,  
**FOREST SIDE.**